

Oyster Harbor Community Association

Minutes of board meeting held on 8th March at Hillsmere Library

Present:

Calvin Kidd	Chairman
Norman MacLeod	President
Pat Cannon	
Daniel Butler	
Joe Butcher	
Kathy Burk	
John Merrick	
Ian MacKinnon	Secretary

Members of the community: Robert Eyster
Jo Burkholder

Prior to the official start of the board meeting, while waiting for quorum, Mrs. Burkholder presented proposal for work and improvements on Fishing Creek Park and paper road Saratoga.

The meeting was called to order by Mr. Kidd at 8.05pm and there was a moment of silent reflection.

Acceptance of the agenda was proposed by Mr. Butcher and seconded by Mr. MacLeod and all agreed. .

Previous minutes

The previous minutes were accepted with minor corrections.

Meeting discussion and actions

Presidents report:

The President described the set up of the new accounts system. An expenditure report and budget layout was presented in the new format.

It was noted that the auditors had increased their fees substantially from previous years. This was a surprise as substantial preparation had been performed by the financial secretary to speed up the audit and to reduce cost.

Mr. MacKinnon proposed and Mr. Butcher seconded that Mr. Butcher should query the invoice and if a satisfactory explanation was not given to investigate using an alternative auditor for future audits. All voted in favor.

It was noted that the cost of admin had increased sharply. President Macleod explained that our admin contractor charges two separate rates, depending on the scope of her task: one rate is for admin. assistance, the higher rate is for accounting functions. The

President was requested to double-check her invoices against her logged hours in case there was some error.

Mrs. Burk raised the issue of spring operations and whether or not President MacLeod needed/wanted Board to review or approve contracts or pending projects. Specifically, she brought up Jose's contract renewal and the urgency of this matter. After discussion regarding desire of board to see contracts, all agreed that the service provided by Jose was satisfactory. Mr. MacKinnon proposed and Mrs. Burk seconded that the contract should be renewed as long as it was not greater than for the previous year and all voted in favor.

Mr. Merrick expressed concern about our contract approval and renewal process. It was agreed that Mr. Merrick and Mrs. Burk would meet to agree a process for the placing and renewal of contracts and present a paper to the next board meeting.

Mr. Butcher reported that he had consulted and briefed Reliable Engineering on our 'Masterplan' and they are interested in bidding on it. Carroll brothers were also being asked to bid for various stages of the project.

Mr Butcher requested that the President produce for the board the additional cost involved in using ditches filled with stone compared with a traditional swale. Mr Butcher also presented a proposal for a temporary fully fitted office to be sited on the community lot as an alternative and geographically more convenient office for the community. Mr Butcher agreed to give costings to a later board meeting.

Adjournment: A proposal to adjourn was made by Mr. Kidd and seconded by Mrs Cannon and all were in favor. The meeting closed at 8.50pm.